# Request for Offers (RFO) Addendum

**RFO Number:  RFO0101**

**Addendum Number:   One**

**Date of Addendum: December 14, 2015**

**Original Due Date, Time: December 17, 2015; 2:00 PM CT**

**Revised Date, Time (if changing): N/A**

**Title:  MN.IT @ Education Longitudinal Data System**

**SCOPE OF ADDENDUM**

The following are changes to the RFO:

# RFO101 Questions & Answers

1.  Do these positions need to be on-site or can they be remote.  If not, what is the exact location they will be reporting to?

    *Yes, the positons need to be on-site.  They will be reporting to the Minnesota Department of Education, 1500 Highway 36, Roseville, Minnesota 55113.*

2.  Do you have bill rate ranges from what you have seen in the past for both positions?

    $120 / hour Architect, $115 / hour Developer

3.  Are these new positions? Are there incumbents? If yes, are they allowed to bid?

    *These are not new positions.  There are incumbents, and there is no restriction on them to bid.*

4.  Are the consultants required to travel? If yes, will the traveling expenses be reimbursed?

    *The consultants are not required to travel.*

5.  Any possibility to extend the contract after 1 year?

    *There is a possibility that the contract could be extended beyond 1 year, although we anticipate the work to be completed within the stated timeframe.*

6.  Are the consultants required to work 100% onsite? Any % offsite?

    *The strong preference would be for the consultants to work 100% onsite.*

7.  How many resumes/position can we submit?

    *There is no limit on the number of resumes per position that can be submitted.  However, we would encourage vendors to limit their submissions to the most qualified.*

8.  As per the RFO, we are required to submit both Hourly rates and Total cost. For the total cost, how many work hours do you expect us to budget for each consultants?

*You can use 252 working days as a basis, with 8 hours billable per day.*

9. Are we going to send our consultants to work under the MNIT Education Project Manager's supervision and invoice MNIT by hours they work?

   *Yes, that would be the working relationship. They would be working with the Project Manager, under supervision of the Software Development Supervisor and CIO.*

10. Are you going to award both position to ONE vendor? Or probably to 2 different vendors?

    *From the RFO, "MN.IT @ Education is looking for a single vendor to supply an experienced team of an architect and developer to work in parallel with MN.IT @ Education staff to enhance and maintain an interagency data warehouse."*

11. Does the work needs to be conducted on site? Or if it could be performed off-site? '

    *The work needs to be performed on site.*

12. One of the Required Skills listed for the Database Administration / Development position in this RFO calls for 5 plus years' experience with:

- MS SQL Server

- XML

- MDX

- Subversion

  We have a candidate that has 5 plus years of experience with three out of the four of the sub-bulleted skills. Will this candidate be considered to have met the minimum qualifications for this specific requirement?

  *The candidate would not be considered to have met the minimum requirements.*

13. Could you please clarify the expected start and end dates for the analyst's position in RFO0101? Are the analysts expected to remain on the project until its expected conclusion in "the fall of 2018"?

    *The engagement will be for calendar year 2016 (January – December).*

14. Will phone and/or video interviews be acceptable for out of state candidates or does it have to be in person?

    *We are flexible in accommodating phone and/or video interviews.*

15. Is there an effort to create a MDM (master data management)?

    *Any master data management activities in this project are limited to the requirements to produce consistent longitudinal data for compliance and research reporting. However, the resulting data warehouses do not supplant the source data sets as a single source of truth.*

16. Are there other ETL tools in the environment other than SSIS?

    *No, SSIS is the primary ETL tool used in the development environment.*

17. Will the reporting be done via SSRS or a different tool?

    *All production reporting from the data warehouses is implemented using WebFOCUS and HTML5 by other members of the product development team. While we do have some internal data warehouse reports using SSRS, we are phasing out the use of SSRS.*

18. Will the scope of work be frozen at a particular stage or an integration with additional off the shelf/cloud solutions into the existing data source a part of the plan as on an ongoing basis?

    *The core data warehouse infrastructure is somewhat mature at this point, so we are not anticipating significant infrastructure changes in this project. The scope is focused primarily on database work to support new and expanded reporting requirements as well as ongoing additions and changes to data sources.*

19. What is the team environment – size, locations?

    *The IT team for this project (including project management, business & data analysts, reporting developers, DBA, and quality assurance) consists of 10 people, not including these two positions. 8 of the 10 members of this team work onsite full-time at the Minnesota Department of Education.*

    *The IT division at the Minnesota Department of Education consists of about 50 staff members.*

20. Can the team members work remotely for some part of the project if need be or are they supposed to be onsite at all times.

    *See the answer to #6 above.*

21. Has the IT team committed to IQ, PQ and OP which the resources need to be aware of before the project starts or the design has to be to meet those qualification standards?

    *Validation of the data loaded and linked into the data warehouse is primarily performed by the DBA and the data coordinators at each contributing agency. Validation of data marts and reports is primarily performed by QA, with secondary validation by the data coordinators. Validation is performed at each step to ensure consistency between the source data and the resulting product.*

This addendum shall become part of the RFO and should be returned with, or acknowledged in, the response to the RFO.


RESPONDER NAME:

SIGNATURE:

TITLE:

DATE: